



Materials Manager – Job Description

JOB SUMMARY

The materials manager maintains the inventory for all supplies used in the operating rooms, recovery room, and recovery center and is responsible for arranging for all required repairs of equipment and surgical instruments.

QUALIFICATIONS

Minimum requirements include a high school diploma or equivalent; basic knowledge of surgical supplies and equipment; working knowledge of computer systems and software.

Physical guidelines include ability to regularly lift (floor to shelf) supply boxes/cartons weighing up to forty (40) pounds; pushing/pulling carts loaded (up to 150 pounds) with supplies; frequently stooping, twisting, bending, reaching from (floor to shelf) to unpack supply boxes and stock storage cupboards/shelves; sitting at computer and typing up to two (2) consecutive hours.

ESSENTIAL RESPONSIBILITIES

- Work with all members of the health care team to ultimately provide optimal care to the patient.
- Maintain a friendly, positive and caring attitude with all patients, physicians and staff.
- Maintain excellent physical and mental health.
- Assure that the proper supplies, instruments and equipment are available for each procedure.
- Assist in assuring that equipment is functioning properly.
- Assist Nurse Manager with preparation of budget.
- Display professionalism at work and in the community, as a representative of the Center.
- Take an active role on committees within the organization.
- Maintain computerized inventory of all surgical supplies.
- Maintain adequate supply levels; use “just in time” methods to reduce inventory costs.
- Order/purchase all supplies/equipment for the surgery center.
- Coordinate repairs of all surgical instruments/equipment; send instruments out to be repaired; arrange for loaner equipment to be provided by vendor.
- Create and maintain purchase orders (P.O.s) for all supplies and equipment purchased.
- Develop and maintain working relationships with all vendors/ reps servicing the surgery center.
- Create/update computerized preference cards for all physicians and procedures.
- Enter all charges on patient charge sheets and provide final facility charge for patient billing.
- Update supply costs and resultant charges in computer inventory system.
- Match P.O.s, packing slips, and invoices to assure accuracy of billings; submit all invoices to Nurse Manager for signature/approval on designated dates.
- Transport delivered surgical supplies (on a dolly if large) and packages from shipping/receiving area to appropriate area of surgery center.

- Unload/unpack supplies from shipping cartons and stock supplies on supply shelves and in supply cupboards in the OR, Recovery Room, and supply room.
- Transport borrowed supplies to/from hospital and/or other surgery centers.
- Participate in marketing, utilization and cost containment activities.
- Serve on Surgery Center committees (i.e. QA committee).
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

If you are interested in applying, please email your cover letter and resume to: Wil Schlaff at wslclaff@pinnacleiii.com